

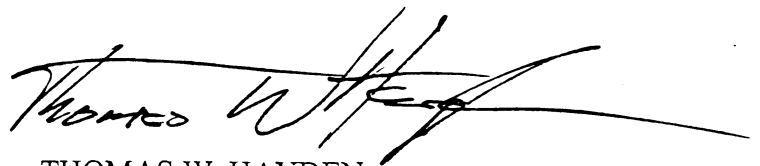
ATSH-TB (100)

10 October 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity for Civilian Employees and Applicants for Employment

1. The Infantry Training Brigade (ITB) is fully committed to equal employment opportunity for every individual regardless of color, race, sex, creed, national origin, age, religion, or handicap condition.
2. I support the Equal Employment Opportunity Program. Our goals include the early resolution of any discrimination complaints and instances of sexual harassment. Such incidents are detrimental to work performance and morale as well as being in violation of the law. Any equal employment opportunity or discrimination complaint should be reported through the chain of command. Additionally, a complaint may be taken directly to EEO, IG, DCP, or union without fear of reprisal.
3. Equal employment opportunity is an integral part of the defined responsibility of managers and supervisors and is a critical performance element. Performance in this area will be closely monitored and reflected in performance appraisals.
4. I expect managers and supervisors, military and civilian, to work together as a team to ensure a work environment that is free of discrimination and sexual harassment. Our goal is equality and fairness in employment for all.



THOMAS W. HAYDEN
LTC (P), IN
Commanding

DISTRIBUTION:

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